Instructions to the Institutions (HEIs) for submission of IIQA

- Refer to the "Eligibility Criteria" before Applying Online IIQA
- HEIs applying for Assessment and Accreditation (A&A) need to register first.
- HEIs who have registered on or after July 5th 2017 may login using their credentials (Institutional Email id, Password). Others have to click on "New Registration" link and proceed as instructed.
- For cycle 2/3/4 etc. even if the validity of earlier Accreditation period has lapsed the institution need to click **yes** for the question "**Are you previously Accredited**" and proceed as instructed. In case you click "**No"** the registration will reflect your Institution for Cycle 1 and at IIQA stage your application will get rejected.
    - For re-assessment the institution need to click **yes** for the question "**Are you previously Accredited**" and proceed as instructed.
    - On successful Completion of Registration, a **HEI portal** is created which is specific to your Institution. For all future submissions HEI may login to their portal (**HEI portal**) with the credentials (Institutional Email id, Password) which are received in HEI's registered email id.
    - You have to submit all your applications or send communications to NAAC only through **HEI portal**.
    - In case you have forgotten the password, Click on "Forgot Password" link and follow the instructions.
    - For any queries regarding credentials please contact NAAC helpdesk naachelpdesk@gmail.com . In all your communications, kindly mention College Name, AISHE ID/ Track ID
- Institution has to submit the IIQA application through the HEI portal. Please note the system will automatically display the Cycle number in the IIQA application based on the registration record.
- Using the tabs (Basic Eligibility, Affiliation Compliance, Profile Information, Academic Information, Quality Information) proceed for completing and submitting the IIQA
- Please verify and edit the data/information prior to submission.
- For IIQA fee details, please visit NAAC website. NAAC accepts only online Payments.
- All documents to be uploaded in pdf format only and should not exceed 1MB.
- Click on "IIQA user manual" for help.

List of documents required to be uploaded in pdf format (maximum 1MB).

For Colleges

- Affiliating University letter(s) for the current academic year for all the programs offered by the HEI. In case the HEI is not having affiliation for the current academic year (for all or some of the programs offered) the HEI need to submit the latest affiliation letter(s) along with the copy of the application and fee details (as applicable) sent to the University for renewal of affiliation.
- Current academic year recognition/approval letter from Statutory Regulatory Authority (SRA) like AICTE, MCI, BCI, PCI, etc... if applicable. However in case of BCI, if the HEI does not have the approval letter for the current academic year then HEI need to submit University affiliation letter for the current academic year for all the programs covered under BCI. Along with the above the HEI should submit a copy of the latest BCI approval and the copy of the application and fee submitted to BCI for extension of approval for the current year.
- UGC 2f and 12(B) recognition certificate along with latest Plan /General Development Grant release letter from UGC (if applicable).
- *Colleges with CPE / CE Status* - Letter from UGC awarding CPE / CE Status.
- *Autonomous Colleges-* Letter from UGC conferring Autonomous Status.
- Upload the latest AISHE certificate or provide the relevant message indicating the DCF no. as a proof of uploading data on All India Survey on Higher Education (AISHE) portal. Do not upload the PRINT COPIES of detailed data sheets uploaded on AISHE portal.
- If there is a change in name, submit approval of the affiliating University indicating the change. HEIs covered by any SRA / UGC should also submit the approvals from the respective SRA/UGC indicating the change.
- Submit SRA or other governmental agencies approval for standalone institutions.
- Standalone institutions should submit equivalence certificate (UG/PG) from AIU or any other governmental agencies.
- Stand alone institutions should submit their SSR using autonomous manual.
- Upload AQARs in the website and provide URL details in IIQA (applicable for institutions applying for Cycle 2 and subsequent cycles).
- Undertaking by the HEIs complying with rules and regulations of Central Government, State Government, UGC, Affiliating University and other applicable SRA in the format provided by NAAC.
- Self declaration with respect to Affiliation status in the format provided by NAAC.

For Universities

- Approval of UGC/MHRD/State government for establishment of the University
- Current academic year recognition/approval letter from Statutory Regulatory Authority (SRA) like AICTE, MCI, BCI, PCI, etc... if applicable. However in case of BCI, if the HEI

does not have the current year approval letter from the BCI then they need to submit a copy of the latest BCI approval along with the copy of the application and fee submitted to BCI for extension of approval for the current year.

- UGC 2f and 12(B) recognition certificate along with latest Plan /General Development Grant release letter from UGC (if applicable).
- **UPE status** - Letter from UGC regarding award of UPE status
- Upload AISHE certificate as a proof of submission of data on All India Survey on Higher Education (AISHE) portal.
- If there is a change in name, submit approval of the appropriate Government agencies MHRD/ UGC /SRA indicating the change.
- Upload AQARs in the website and provide URL details (applicable for institutions applying for Cycle 2 and subsequent cycles).
- Undertaking by the HEIs complying with rules and regulations of Central Government, State Government, UGC and other applicable SRA in the format provided by NAAC.

Points to be noted:

1. If the affiliation letter is in vernacular language, kindly provide the English translated version of the same with self attestation along with copy of the affiliation letter.
2. Ensure the name of the Institution is same in IIQA application, affiliation letter(s), SRA approval letter(s) (if applicable), UGC letter granting autonomous status (if applicable) and AISHE certificate submitted. Otherwise, IIQA application may not be accepted.
3. Ensure that the previous four years AQARs are uploaded on the HEI website (applicable for institutions applying for Cycle 2 and subsequent cycles).
4. Ensure that the HEI website is functioning.
5. **When an institution undergoes the accreditation process for the first time it is referred to as cycle 1 and the subsequent A & A process are referred as cycle 2, 3, etc. If your institution is accredited by NAAC at any point of time under any methodology, HEI need to apply for cycle 2 (reassessment and revisit are counted as within the same cycle). Similarly if institution is accredited by NAAC twice (reassessment and revisit are not counted for this purpose), HEI need to apply for cycle 3 and so on. Kindly ensure that the correct cycle number is entered during registration.**
6. Re-assessed institution cannot come for another re-assessment in the same cycle.
7. During registration process kindly ensure that the AISHE code of the institution as mentioned in the AISHE certificate only is entered. Entering wrong AISHE code will result in rejection of your IIQA application and cancellation of the registration.
8. In IIQA application **do not upload the entire AISHE DCF document**; instead upload only the latest AISHE certificate of the HEI or the message confirming data upload.
9. All the programs offered in the HEI should be included in the respective questions of IIQA.

10. If there is any discrepancy in the data/information provided or the required documents are not submitted by the HEI, a clarification will be sent by the coordinator to the HEI portal. The clarification should be answered only through HEI portal. The HEI need to provide the clarification and the required documents (if any) within the timeline. The clarification provided through email will not be accepted.

11. All the notifications, communications, alerts and timelines with respect to application for A & A process is available on the HEI portal. Please log on to HEI portal regularly.

12. Name of the HEI should be same in UGC 12(B) letter and latest letter of UGC granting General Development Grant. In case it is different from that of IIQA application and affiliation letter, HEI may not receive the reimbursement of A & A fees paid. (applicable only to institutions receiving the plan/developmental grants from UGC)

13. Stand alone institutions are considered as autonomous institutions for the purpose of Assessment and Accreditation and SSR submission.

14. HEIs can apply for A & A process throughout the year. There is no timeline for registration and submission of IIQA. However, HEIs should submit SSR within 45 days from the date of acceptance of IIQA. Otherwise, HEI need to come afresh by applying IIQA paying the requisite fee.

15. Before submission of data/information please view the tool tips by clicking on the ❓ in the IIQA application.